

ASSISTANT DISTRICT MANAGER

Title: Assistant District Manager - full time
Compensation: Commensurate with experience; excellent benefits.
Start Date: Immediately

Organization: Manhattan Community Board No. 4 is the local planning and advisory board on matters affecting the West Side neighborhoods of Chelsea and Clinton/Hell's Kitchen. The 50-member volunteer board, supported by a staff of three/four, has an advisory role in the City's land use review process, annual budget, liquor license applications and delivery of municipal services, and is involved with housing, human services, transportation, waterfront, parks and quality of life issues.

Position: As directed by the Board and the District Manager, the Assistant District Manager (ADM) maintains the finance and operation of the district office, and administers full board meetings. The ADM acts as the primary liaison to the Business License and Permits Committee and will also provide punctual support to other committees as needed.

The Assistant District Manager works closely with elected officials, governmental agencies, residents, businesses and service providers, to troubleshoots complex community complaints and service requests.

Responsibilities:

- Under the supervision of the District Manager: Maintain office budget and prepare budget reports for DM as requested, arrange for all purchases, leases and contacts for equipment and supplies and maintain inventory of office supplies
- Coordinate creation of the full board package and hand outs and secure locations and appropriate equipment for full board
- The ADM will also assist the DM in formatting and proofreading draft letters and distribution of Board letters and resolutions
- Maintain attendance records for board and committee meetings
- Place required notices in the City Record
- Providing administrative support to its committee chairs
- Coordinate committee meetings for Business License Permits and Quality of Life Committees by preparing agendas, interact with and invite applicants and agencies, and provide outreach to the community
- Processing service requests and troubleshooting complex citizen complaints the ADM plays a role in the Board's liaison and trouble-shooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers
- Working with the District Manager on special projects
- The ADM will need to Attend evening meetings (three to five a month)

Qualifications: Excellent verbal, writing and organizational skills are essential, as well as an ability to juggle multiple projects and attend to details. Proficiency in MS Word, Excel and

Access is required and the familiarity with the City Account Payable System is desired. An understanding of City government, fiscal management; other computer skills desirable. The Assistant District Manager must be a NYC resident.

Contact: Only candidates submitting a resume and an appropriate cover letter will be considered. Send resume and cover letter to the attention of ----- by post, fax or email at -----, E-mail preferred. No phone calls. Applications must be received by -----.

Manhattan Community Board No. 4 is an Equal Employment Opportunity Employer.